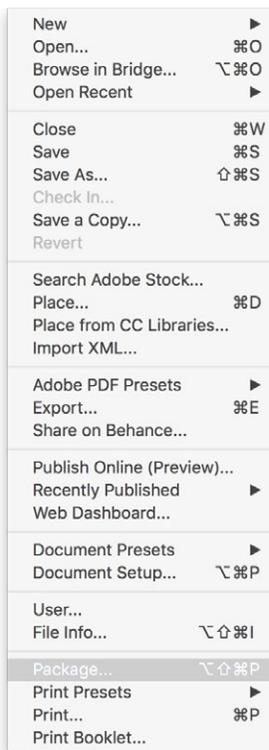




# POSTING YOUR MAGAZINE DESIGN

You will post JPEG images of your magazine design to the C226 website to complete the magazine design project. This handout will explain how to collect your final work into a new, streamlined project folder, prepare files for upload and add them to your site.



## 'PACKAGING' A NEW PROJECT FOLDER

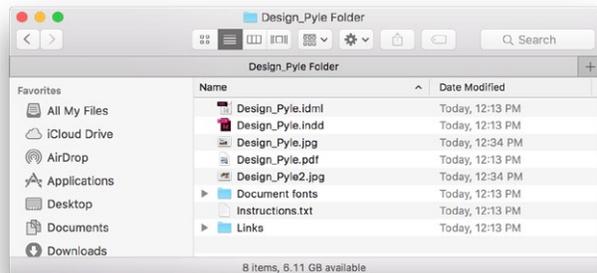
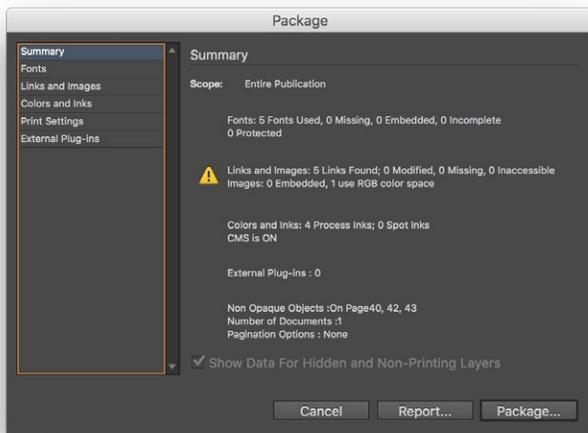
Once your design is complete — or even during a late stage, when you might still make a tweak or two — it is a good idea to **package** your InDesign work into a new folder. This process will collect your work into a new folder, and create a folder there for all the links (images) you used in your design, but ignore any images that you did not place on the page. Here's how to package:

1. Save the InDesign file.
2. Under the File menu, pull down to Package.
3. In the next dialog box, make sure no images are missing. Don't worry if some images are using the wrong color space, but if images are missing from your page, you will need to relink them before proceeding (see "Missing Links?" on the next page.). If everything is OK, click Package.
4. The printing instruction box will not affect us — click "Continue."
5. Select a destination for your new folder. The folder should be named like this: *Design\_Pyle*. Click Package.

(If you get a warning about fonts, click OK.)

You have now created a new folder, which you will submit for your project.

**IMPORTANT!** Close the file you have open, and open the InDesign file from the new folder you just created. This will be your final version.



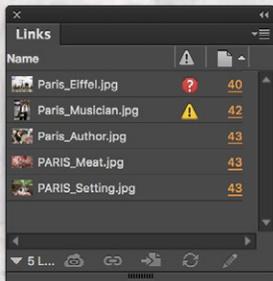
Your final folder for the project should include the files and folders seen here. (An IDML file is one you can open in an older version of InDesign.)



## MISSING IMAGES?

In InDesign, you need to keep your images in a folder with your InDesign file. If they become separated, you will have low-quality images on your page. Follow these steps if you need to relink your images.

1. Click the Links button on the right of the screen, or pull down Window > Links to call up the panel.
2. Check to make sure you don't see either of these warnings in the middle column:



- ← Missing link
- ← Modified link

Double-click the warning to update your page. For a missing link, you will have to find the image to relink, then proceed with packaging your project.

## EXPORTING SPREADS IN JPEG FORMAT

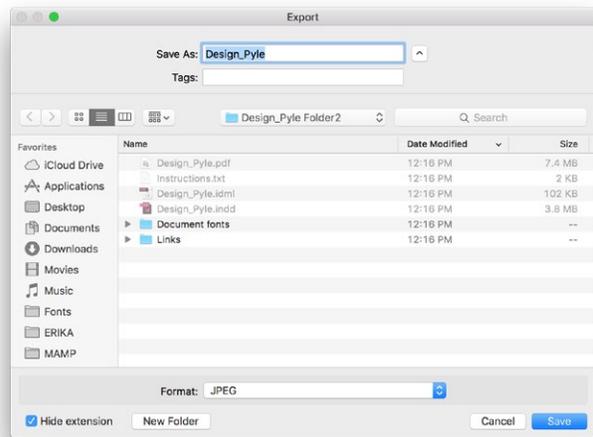
After you've finished your design and have saved the InDesign files, you will need to export both your spreads as JPEG files so that your design can be viewed on our website (as a gallery).

1. Under the file menu, pull down to Export (or hit Command-E).
2. In the dialog box that comes up, select **JPEG** from the list of options in the pull-down menu. Name your JPEGs using the following naming convention:

*Design\_Pyle.jpg*\*

\*Yourname is not "Pyle."

Save your JPEG files into the same folder where your project resides; it will be helpful to keep your entire design project together in this single folder.



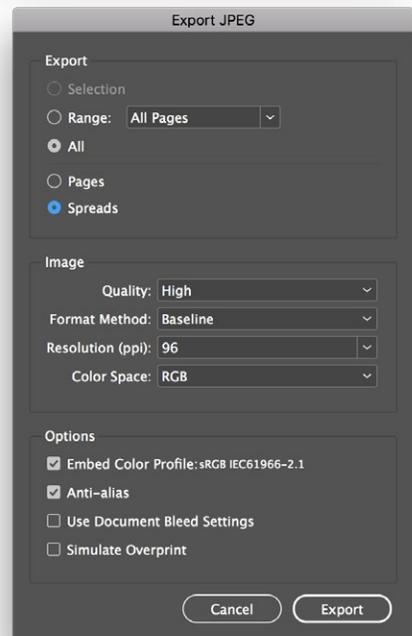
After you hit the Save button, a second dialog box will appear. Make sure you have these settings:

- **Export all pages**
- **Spreads, not pages**
- **High or maximum quality**
- **96ppi resolution**

This will create two JPEG files — one for each of your spreads.

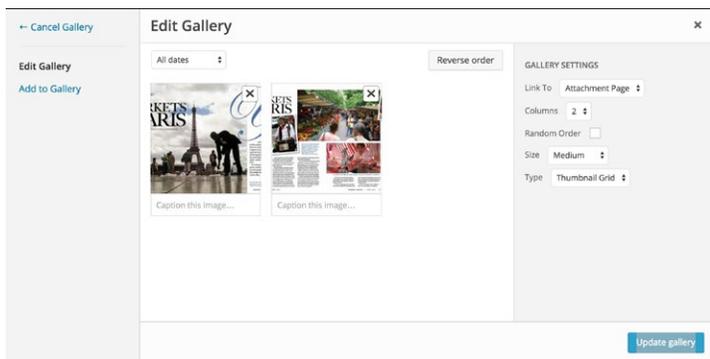
Using the above InDesign file as an example, your files would be named:

*Design\_Pyle.jpg*  
*Design\_Pyle2.jpg*



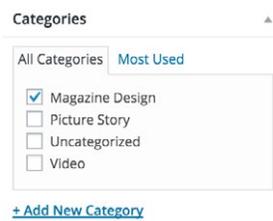
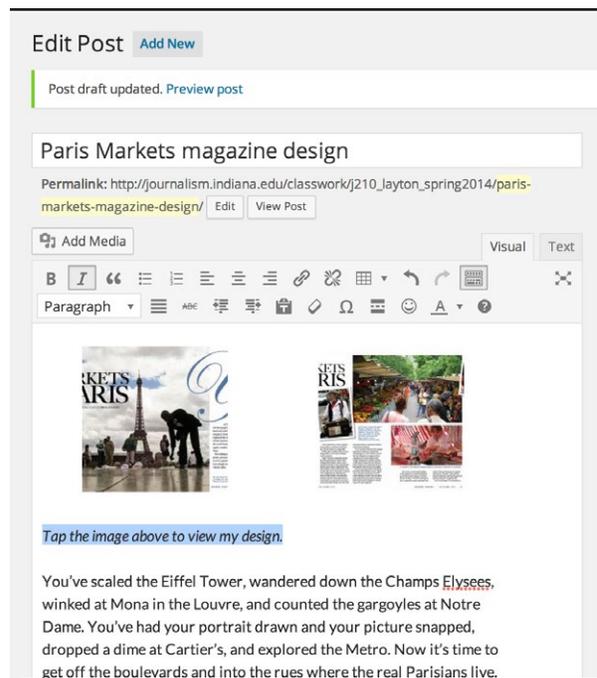
## CREATING A GALLERY

1. Open a Web browser and type in this URL: <https://sites.mediaschool.indiana.edu/mschc226-stlayton-fall21/>
2. Click the log-in link.
3. Log in with your IU user name and password.
4. In WordPress, in the menu at the left, click Posts > Add New.
5. When the Add New Post page opens, click in the Title field and type a headline for your post.
6. Insert your cursor in the main area for the post, and click the “Add Media” button above.
7. In the next screen, select “Create Gallery.”
8. Add the two JPEG files you created in the previous step. You don’t need to add captions this time. Click on the “Create New Gallery” button.
9. In the “Edit Gallery” screen, make sure the two spreads are in the correct order (i.e., opening spread first). Change the Gallery Setting to a two-column thumbnail grid, and make sure the images of your pages are set to a size of “Medium.” Click the “Insert Gallery” button at the bottom right.



## COMPLETING THE POST

1. Back in the post window, hit Return, and add a line below the thumbnails that says something like “Click the pages above to see my design.” Select this line of type, and make it italic (by clicking the “I” button above).
2. Copy the first paragraph or so of your story, and paste that into the post, below the thumbnails. Make sure this text is not italic. This will serve as an introduction to your story, but it doesn’t need to include the entire text.
3. Scroll down to the lower right of the post window, and under Categories, check the box next to “Magazine Design.”



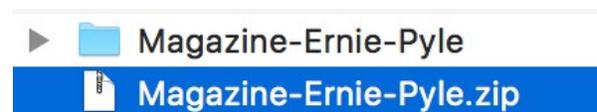
4. Scroll a little further, and add a feature image. Choose your opening spread for this.



5. Preview your post to make sure it’s how you want it. If all is right, click “Publish.” Don’t forget, you can continue to edit the post as well as the gallery even after publishing.

## FINAL STEPS - IMPORTANT!

1. In addition to publishing your work on the web, you’ll need to submit your project folder to Canvas. Compress your file by right-clicking it in the Finder and pulling down to **Compress ....**



2. Don’t forget to write and submit your self analysis essay! You will upload this as an attachment in Canvas’s Assignments tab.